

Pennsylvania Career Education & Work Standards

Announcing Summer 2008 Governor's Institute on Career Education & Work

**Build an implementation plan and learn
how to teach these standards that are for
all students.**

June 16 – June 20, 2008

Pennsylvania College of Technology

Williamsport PA

Teams Required

(Building-Based or K-12 Teams)

Team administrator participation required one day only

No charge, two graduate credits

Registration information (when available) can be
accessed at www.papde.ws, www.pct.edu/k12 or at
www.pacareerstandards.com

Questions? Call 570-320-8003 or e-mail
CareerEd@pct.edu

Draft

GOVERNOR'S INSTITUTE FOR CAREER EDUCATION AND WORK

PENNSYLVANIA COLLEGE OF TECHNOLOGY

Begins

Monday, June 16 at 11 a.m.
(With registration from 8:30 a.m. to 10 a.m.)

Ends

Friday, June 20 at 1 p.m.

This institute will focus on the Career Education and Work Academic Standards. The standards, Chapter 4 of Title 22, are part of the State Board of Education's regulations of required education for all students in Pennsylvania. The four areas in these standards are: (1) Career Awareness and Preparation, (2) Career Acquisition (Getting a Job), (3) Career Retention and Advancement, and (4) Entrepreneurship. Other adopted academic standards in the area of reading, writing, speaking and listening and mathematics will also be addressed. Educators will apply these standards to their existing curriculum. Presentations on best practices and the current curriculum resources for career education and work will be used in assessing and revising classroom instruction and assessment. Educators will be shown how to use data to assess their Career Education and Work instruction effectiveness. A district-wide implementation plan will be developed.

Institute Goals

- To create a vision and develop an implementation plan for standards-based Career Education and Work classroom practices in grades K-12 by:
- o Providing individual participants with content information on Career Education and Work Standards and understanding the resources within the on-line Toolkit.
 - o Assisting K-12 school district teams in developing a comprehensive implementation plan for the standards.

Program Highlights

- o Exploration of resources for Career Education and Work;
- o Examination of best practices in Career Education and Work at the elementary, intermediate, middle and secondary level;
- o Expert mentors to guide the development of curriculum, instruction and planning.

Participants will be expected to:

- o Attend institute as teams. This is a team only institute. K-12 teams will be provided priority acceptance.
- o Two members each from K-5; 6-8; 9-12 (6 members minimum)
- o The team leader who, at the minimum, must attend all day on June 18th. A team leader is someone who can make decisions on the allocation of resources (time and money).
 - i. Other recommended team members would include a school counselor, a special education teacher or supervisor and a librarian.
 - ii. Teams are encouraged to invite community partners to participate on Wednesday, June 18th.

Required Team Membership

Location and Registration

The Institute will be held at Pennsylvania College of Technology, Williamsport, PA from June 16-20, 2008.

The team leaders must register first and list all team members, and then each team member must also register themselves. To be assured full consideration, register online at <http://papde.ws> by May 9, 2008. Applications received after that date will still be considered if vacancies exist.

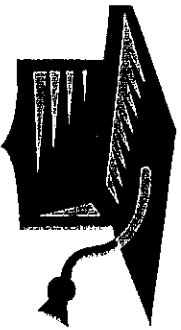
Program Director:

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Site Director:

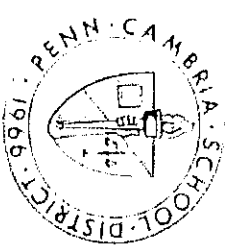
Dr. Jeannette F. Carter CareerEd@pct.edu
Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701
(570) 320-8003

Scholarship recipients will be provided with a program of study, meals and housing, and earn 2 graduate credits. Applicants will be informed of their status by May 23, 2008, at which time additional information will be provided on lodging and directions.



Graduation Project Guidelines

SAM FLE



Class of 2011 and Beyond

Purpose

The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.

Project Accountability

According to the Pennsylvania Department of Education and Penn Cambria School Board Policy, students must complete a graduation project to graduate from high school. This project is aligned to the Career Education and Work Standards.

Project Advisors

Every student entering Penn Cambria High School will be assigned a graduation project advisor. This advisor will monitor student progress and offer assistance related to the graduation project throughout the student's high school career.

Reporting Progress

Students who meet the graduation project deadlines will receive a passing grade ("P") on report cards throughout high school. A passing grade is required to achieve honor roll status. Students who do not satisfactorily meet any requirement by the due date will receive a failing grade ("F") for that marking period on the report card.

Grade 8 Requirements

Students will be introduced to the project during a Career Education Course.
Students will complete a Career Interest Inventory.
Students will save Graduation Project Form Grade 8 on the network for use in the career portfolio.

Grade 9 Requirements

Declare a career objective This career will be the topic of job shadowing in tenth grade. This career form can be found on the school website. Students may download the form and should save an electronic copy on the network. Due Date: December 7th of Freshman Year

Research the Career and Prepare a Speech – This career research and speech or paper will be completed during English 9 classes in conjunction with the 9th grade guidance counselor and library media specialist. Video clips from the speech will be saved to the network for use in the career portfolio. If a written paper is done instead, an electronic copy of the paper will be saved to the network. Students are responsible for showing their advisors satisfactory proof of progress.

Due Date May 15th of Freshman Year

Grade 10 Requirements

Job Shadowing – Students must complete a three hour job shadowing experience outside of school hours in a field related to their career objective. This can be completed anytime from May of their freshman year through the due date of May 15th of their sophomore year. Students must complete the Job Shadowing Analysis Form and submit a copy of this form to their advisor and save an electronic copy to the network for inclusion in the career portfolio.

Grade 10 Due Date May 15th of Sophomore Year.

Grade 11 Requirements

Update Career Objectives – Students must turn in a new career objective form (even if their career objective has remained constant) to their advisor and save a new copy on the network.

Resumes & Cover Letters – Students will attend a resume and cover letter writing workshop. In English 11 classes, students will write a cover letter and resume pertaining to their career objective. Students must submit these documents to their advisors and also save copies on the network.

Due Date: May 15th of Junior Year

Grade 12 Requirements

Mock Interviews – Students will attend an interviewing workshop. Students must complete a mock interview scheduled by the school. Students will be given a written evaluation of their interview performance which must be submitted to their advisors and scanned and saved to the network.

Post-Secondary Investigations – In conjunction with the guidance counselor, students must complete two investigations of post-secondary programs. These might include training programs, the military, technical schools or colleges. Students must complete a Post-Secondary Investigation Form, submit a copy to their advisor and save a copy on the network.

Digital Portfolio–Students must submit a digital portfolio of all project components from grade 8 to their advisors. Students will also be permitted to make their own digital copy of their career portfolios for later use. This portfolio must contain the following items:

- Grade 8 Career Exploration Form
- Grade 9 Career Objective Form
- Grade 9 Evidence of Career Research Project (Speech / Paper)
- Grade 10 Job Shadowing Analysis Form
- Grade 11 Updated Career Objective Form
- Grade 11 Resume and Cover Letter
- Grade 12 Mock Interview Evaluation
- Grade 12 Post Secondary Investigation Form

Due Date: March 15th of Senior Year

Please direct questions to your Guidance Counselor

**** Transfer Students** must begin the project components at the grade level in which they enroll at Penn Cambria.

Theme: Career Development
must become part of
Everyones Business

what learning
why learn it
how use it

every school counselor is a GPS...

Career Awareness Rep
Career Acquisition
Career Retention / Advancement
Entrepreneurship.

Career Cruising...
Bridges.com
Kuder.com

SKR 506